



**Sales Assistant (Agriculture Division)
Available Immediately**

Univar Canada Ltd., a national and global leader in chemical distribution, is accepting applications for a full time Sales Assistant with our Agriculture department in the Winnipeg branch.

The ideal candidate should have specialized training &/or experience in a related field. Should possess excellent communication and organizational skills and be able to work under pressure. Candidate should be well-organized, reliable, friendly and have a positive attitude. Must be able to work independently, and as part of a team.

Main Duties & Responsibilities:

- Manages and maintains internal and external price and program communications.
- Assists with web design, marketing and communication projects.
- Build and reconcile sales and inventory databases at quarterly and annual intervals.
- Monitor and coordinate customer Forecasting Software and tools.
- Reconcile corporate account sales and programs.
- Reconcile supplier programs and rebates.
- Assists sales team with presentations, meetings, benchmarking, and correspondence
- Assists with product purchasing as required

Qualifications:

- Post secondary education required
- Two (2) years of specialized training/experience in related field (customer service/sales, marketing, or purchasing).
- PC skills including proficiency with Microsoft Office (Excel, PowerPoint, Word, Access).
- SAP experience an asset

Univar Canada offers a competitive compensation package, including full benefits, non-contributory pension plan, and Incentive program.

Applicants interested in this opportunity are invited to prepare a cover letter outlining your interest and qualifications and submit with your resume no later than Friday, February 10th, 2012 to:

Email: univarjobs@univarcanda.com

Fax: 204-489-2641

We thank all applicants for their interest. Only those individuals selected for an interview will be contacted.